

**SECTION 013119**  
**PROJECT MEETINGS**

I DON'T THINK THIS INFO GOES HERE, How about in Section F

Don – This stuff was in Section G for Cont 7-46; he could go either way.

101. GENERAL
- 101.1 CONTRACTOR shall:
- a. Schedule and administer pre-construction and progress meetings.
  - b. Prepare meeting agendas.
  - c. Provide written notice and distribute agendas 4 days in advance of meeting date.
  - d. Make physical arrangements for meetings.
  - e. Preside at meetings.
  - f. Record minutes, including significant proceedings and decisions. These shall be recorded and copies of minutes distributed to participants within 4 days after meetings.
  - g. Refer to Section 013330 for information on 3-D model review meetings.
- 101.2 CONTRACTOR and subcontractors will be required to attend a progress meeting when called by DISTRICT to discuss work progress, coordinating, expediting, scheduling, any problems, etc.
102. PRE-CONSTRUCTION MEETING
- 102.1 CONTRACTOR shall schedule a pre-construction meeting prior to the start of Work.
- 102.2 Meeting shall be attended by the DISTRICT, Consulting Engineer, CONTRACTOR, major subcontractors, and safety representative. The purpose of this meeting will be to finalize the Project Schedule and discuss any outstanding questions regarding scope of work or other specification requirements.
- 102.3 CONTRACTOR shall submit two copies of the proposed detailed work schedule to DISTRICT and the Consulting Engineer for review 1 week prior to the scheduled preconstruction meeting.
103. PROGRESS MEETINGS
- 103.1 CONTRACTOR shall schedule weekly progress meetings and/or hold call meetings as progress of work dictates, but not fewer than 2 progress meetings per month.
- 103.2 CONTRACTOR shall attend daily progress meetings (if required as determined by DISTRICT) with DISTRICT and the sub contractors.
- 103.3 Meetings shall be attended by the CONTRACTOR, major subcontractors, DISTRICT's Representative, Consulting Engineer and safety representative.

END OF SECTION 013119

013119-1